



Meeting of the Interim Board of Governors
Thursday, 22nd February, 1800-1930
The Curve Community Centre, 10 Bard Road, W10 6TP

Attendees:
Fatima Elguenuni, NHS and mother of resident of Grenfell Tower (Chair) Revd Dr Michael Long, Notting Hill Methodist Church Callum Wilson, Head of Service – Assistance Centres RBKC Curve Minute Taker
Apologies:
Abderrahman Elguerbouzi, Making Communities Work and Grow (MCWG) Abdurahman Sayed, Al Manaar Fatai ('Abdul') Towolawi, Healthwatch Central West London

1. Welcome and Introduction to Agenda

- 1.1 The IBoG agreed to approve the minutes of the previous meeting which took place on Tuesday, 6th February. These are available online (<https://grenfellsupport.org.uk/wp-content/uploads/2018/02/Minutes-of-the-Curve-Community-Centre-Interim-Board-of-Governors-060218-FINAL.pdf>)
- 1.2 Callum provided an update on the project plan for the IBoG, as laid out on pages 6-7 of the meeting papers. Callum explained that an additional status update had been included (page 7) to demonstrate where the IBoG was against its three original three objectives. Callum noted that the timelines for setting up a permanent Residents' Steering Group, Improving Monitoring & Reporting Structures and a Forward Plan for a permanent Board of Governors had been overly ambitious as well as acknowledging that more focus had been directed towards the process for setting up a permanent Board of Governors. The IBoG agreed that revised timelines should be brought forward by the Curve Team at the next meeting (8th March) ensuring that delivery timeframes are manageable in order to meet expectations

2. Status Update on actions from the previous meeting of the Interim Board of Governors

- 2.1 At the last meeting it was agreed that the Curve Team would develop further analysis of the demographics of the local community which are laid out on pages 12-20 of the meeting papers.
- 2.2 At the last meeting it was agreed that the Curve Team would proceed with implementing 10 recommendations for improving residents' experience at the Curve. Callum provided an update on the status of these, as laid out on pages 21-23 of the meeting papers
- 2.3 *The following points were raised:*
 - The IBoG scrutinised why certain recommendations had not been achieved, with a particular focus on the following:
 - Replace front-desk Security with a dedicated Curve receptionist

- Regular door-to-door leaflet drop of Curve activities to 3,000 neighbouring addresses
- Establishing a Service Planning & Quality Group at the Curve
- Callum explained that the delay in delivering certain recommendations had been two-fold.
 - Firstly, the Centre Assistant function of the Curve is currently limited to three individuals. This means that it has not proved possible to replace the front-desk security with a dedicated Curve receptionist as there is limited capacity within the team to ensure that all roles at the Curve are covered. This includes: managing the kitchen, administrative duties of the Curve as well as setting up and directing residents to services and activities.
 - Secondly, Callum recapped that the Curve is currently undergoing a comprehensive recruitment process which will increase the size of the team. Callum explained that the Curve had already re-recruited all 4 of the Centre Manager posts and is currently interviewing for 13 other posts (2 Team Leaders, 8 Centre Assistants, 1 Events Officer and 1 Communications Officer). Callum explained that the Curve had received a large volume of applications which has delayed the timelines for appointing posts.
- The IBoG acknowledged the reasons for delay in implementing certain recommendations however they felt that the Curve Team should prioritise the completion of the following to demonstrate to the local community that the Curve is taking steps to change and become more inviting, welcoming and professional:
 - Replace front-desk Security with a dedicated Curve receptionist
 - Regular door-to-door leaflet drop of Curve activities to 3,000 neighbouring addresses.
- The IBoG also requested the Curve Team to develop a paper to provide more context to the local community about the recruitment process for the Curve Team so that it is transparent and widely understood, and to be explicit in the role the Board of Governors can play in recruitment processes. This will be completed and brought to the next meeting.

3. Launching the application process for the permanent Board of Governors

- 3.1 At the last meeting it was agreed that the Curve team would develop the process and paperwork for the criteria and 'Application and Selection' process agreed by the IBoG. The IBoG agreed to this process on the condition that the opportunity to apply to become a Governor must be advertised widely across a range of communications channels including online, social media, in person, and on notice boards available throughout the local community
- 3.2 Callum provided an overview of five documents to support the application process for the permanent Board of Governors 1) The advert for the post of Governor 2) The role description for the post of Governor 3) An Expression of Interest Form for potential applicants 4) Terms of Reference for the Board of Governor 5) A communications plan for governance at the Curve

3.3 *An analysis and discussion of all documents took place and the following points were raised:*

- The IBoG requested major changes to the advert for the post of Governor to ensure that it is accessible, informative and accurate as to why the Curve has been set up and what it is setting out to do for the local community. It was agreed that the Curve Team would develop a second draft of the advert for consideration by the IBoG on Friday 23rd February before the opportunity is launched on the 26th February
 - The IBoG agreed to the role description, Expression of Interest Form, Terms of Reference and communications plan pending minor amendments to the language and tone of these documents to ensure that they are also accessible and informative.
- 3.4 The IBoG agreed to proceed with launching the application process for the permanent Board of Governors to begin on **Monday, 26th February** and closing on **Monday, 19th March at 5pm.**

4. Items for discussion at the next meeting

4.1 The Interim Board agreed that the key documents required for the next meeting (8th March) are:

- An overview to explain the recent recruitment process of the Curve Team, and proposals for how the Board of Governors can get involved in steering it
- A proposal for setting up a permanent Residents' Steering Group
- A proposal for improving reporting and monitoring structures at the Curve
- A forward plan for a permanent Board of Governors

5. A.O.B.

5.1 Callum provided a status update on the recruitment of a Community Secretariat. Callum explained that four interviews had been conducted for the post and that a decision on appointment would be made before the next meeting of the IBoG (8th March)

5.2 The next meeting will be held at the Curve on Thursday 8th March at 6.00pm-7.30pm

The meeting closed at 1945